



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**
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NEW YORK WING POLICY LETTER 02-09

23 NOVEMBER 2002

APPROVAL OF CAP ACTIVITY AND MISSION RELATED MEMBER REIMBURSEMENT

Members expend personal funds in the course of performing authorized missions and activities and deserve reimbursement in a timely fashion. This Policy Letter is designed to streamline and help expedite reimbursement.

For Emergency Services mission expenses, a CAPF 108 "CAP Payment and Reimbursement for Aviation/Automotive/Miscellaneous Expenses" must be completed and forwarded to Wing Emergency Services (DOS) along with a NYWF 80 "Request for Check", requesting reimbursement. DOS will review and approve the NYWF 80 and forward onto NY Wing Finance (FM) for processing. DOS endorsement constitutes authorization to pay. No further approval is needed.

For Counter Drug mission expenses, a CAPF 108 must be completed and forwarded to Wing Counter Drug (DOC) along with a NYWF 80, requesting reimbursement. DOC will review and approve the NYWF 80 and forward onto FM for processing. DOC endorsement constitutes authorization to pay. No further approval is needed.

- **For expenditures NOT mission related, but utilizing the 15% CD Administration fee**, **PRIOR** approval must be obtained from DOC. If prior approval is not obtained, the member will not be reimbursed.

For A/C Maintenance or related out-of-pocket expenses, an estimate of repair must be provided and **PRIOR** approval must be obtained from Wing A/C Maintenance (LGM). In the event that LGM cannot be reached, Wing Operations (DO) may give approval. Submit a NYWF 80 with receipts attached to LGM or DO for approval. LGM or DO will forward to FM for processing. No further approval is needed. NYWF 80 must be submitted within **30** days of incurred expense. If prior approval is not obtained, the member will not be reimbursed.

For Vehicle Maintenance or related out-of-pocket expenses, an estimate of repair must be provided and **PRIOR** approval must be obtained from NY Wg Transportation (LGT). Submit a NYWF 80 with receipts attached to LGT for approval. LGT will forward to FM for processing. No further approval is needed. NYWF 80 must be submitted within **30** days of incurred expense. If prior approval is not obtained, the member will not be reimbursed.

For all other personnel expenses not outlined above, **PRIOR** approval must be obtained from the Wing Commander.

DALE RENEE HUMPHRIES, First Lieutenant, CAP
Director of Administration

<<< Signed >>>

AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander

Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron

OPR: FM

